



CRC Graduate Program / Load Change Form

STUDENT ADMINISTRATIVE SERVICES

Potsdam Campus: Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451

Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

I, _____ would like to change my:
(name)

status to: Part-time student Full-time student

program (major) from: _____

To: _____

Student ID Number: _____

Please read the following differences between part-time and full-time students:

Financial Aid

Part-time students may have limited Financial Aid options. If you have questions please contact Lynne Connelly.

LIM* Students only (Leadership in Medicine joint program)

You are REQUIRED to notify the Union College Registrar of changes in your program.

Tuition payments: MBA candidates pay Clarkson University for five (5) courses and 2 prerequisite courses, if required.

Your signature on this form indicates acknowledgement of the following:

- Tuition will be charged the Spring term of your Senior Year at Union College (3 courses charged at current MBA rate)
- Tuition will be charged the Summer term following Senior Year at Union College (1 course charged at the current MBA rate)

LIM to 5 Year:

You are REQUIRED to notify the Union College Registrar of changes in your program.

Note: If you have already taken 3 courses through the joint program (both academically and financially), the courses you take at Clarkson from this term forward are payable to Clarkson and are not covered through the joint program.

I have read the above and agree to the changes that my status requires:

Signature

Date

Clarkson Registrar – please send copies to:

Graduate Advisor (Program change only)
 Union College Registrar (LIM & LIM to 5 yr. only)*

***LIM students:** You are required to contact Union undergrad Registrar office with any changes in program (i.e. MS to MBA; MS/MBA to Accelerated).